



## STUDENT ASSESSMENT INSTRUCTIONS

1. Please download the Assignment file/s and save to your computer with your name in the file.
2. You are required to answer all the questions / parts in the assessment.
3. The assessment MUST be your own work.
4. Must use the current template found below (speak to your trainer if you have filled in an old template)
5. Upload the assessment below.

## HOW TO UPLOAD YOUR SUBMISSION

1. Click on the Add Submission button at the bottom of this screen.
2. Upload your assessment submission files (PDF file for all word documents unless told otherwise by your trainer).
3. You can drag and drop your file submission, or you can click the Add button to browse your computer for the relevant files.
4. Click Save Changes. At this point, your submission is in draft form only.
5. Once you are confident all files have been uploaded, click on the Submit Assignment button.
6. Read the "verification of own work" statement and, if you agree, click the checkbox.
7. Click Continue.

### Submission status

Attempt number	This is attempt 2 ( 2 attempts allowed ).
Submission status	Submitted for grading
Grading status	Not graded
Last modified	Wednesday, 26 August 2020, 4:14 PM
File submissions	 3. Assessment 1 -Short Answer Upload SITXMPR007.pdf 26 August 2020, 4:14 PM

**Double check it has submitted. Submission Status should be green.** If its orange go back and select "submit" as its still in draft.

## ATTEMPTS \* ONLY UPLOAD A PDF FILE

NOTE: You are only allowed 2 attempts. Please ensure you have completed this by the due date, your trainer will inform you of the due date on first day of class. If you cannot complete by this date, you will need to apply for an extension. If no submission or extension application is received, penalties and resit classes and fees may apply.

- Attempt 1 - Answer all questions in BLUE coloured font. Save the file with your name on the end and v1 (ex Assessment 1 xxxxxx Erika Posch V1)
- Attempt 2 – keep original answer + add new answer in GREEN coloured font. Please change the version to 2 in the file name that you upload (V2).

Your Assessor will comment and give feedback. Once complete, ensure you have answered all answers then upload.

## GRADES

- 100 = PASS
- 50 = NYS = Not Yet Satisfactory, RS = Re-sit due to the requirements were not met.
  1. please read feedback within annotated PDF and comments
  2. revise your work, and
  3. reupload your updated answers.
- **No grade:** NS = No Submission received, PTC = Practical to complete, RE = Reschedule due to no attendance

<b>Completion Progress:</b> what do the colours mean for each assessment tool? <i>Shown in each unit and in your dashboard (when added as a block)</i>			
Not submitted	Submitted but not marked	Submitted, marked and student needs to fix	Satisfactory
= NS / No submission.  <b>Theory:</b> No submission. Must also be uploaded in the correct format. i.e. PDF. <b>Paper assessment / Practical:</b> you have not submitted a text comment as per instructions.  <i>Note: if any assessment is NS your unit progress grade will be NS</i>	Teachers have a minimum two weeks marking time after due date. If a submission is sent after the due date, an extension will need to be arranged with administration before marking. Penalties may apply.  <i>Note: your progress grade will not be recorded for the unit until all assessment tools are marked. If you submitted by the due date.</i>	= NYS / Not Yet Satisfactory  Students only have <u>two</u> attempts of at an assessment. For any additional attempts, a penalty may apply, and an extension must be applied via administration.  <i>Note: if any assessment is NYS your unit progress grade will be NYS. Exception: NS rule overrules this rule.</i>	100  Students to progress to next you next qualification, a progress of complete units must be evidenced first.  <i>Note: Students need a grade of satisfactory for all assessments before an official final grade of competency is awarded for a unit (PASS).</i>
If any of the grades above are incorrect, please contact your trainer and or student support.			

## OPTIONS TO RE-SUBMIT YOUR ASSIGNMENT

### Option 1: add to submission

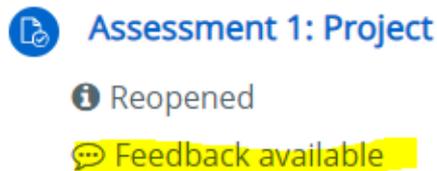
- This option adds more pages to your first upload or if you have forgotten to include something.
- For example: if your first assignment you uploaded was 5 pages, the trainer will now see 10 pages. The two assignments combined.

### Option 2: new submission - This option should be used the most.

- This resends only the new assignment you have fixed up.
- For example: the assignment is 5 pages, the trainer re-marks only the new 5 pages.

## HOW TO VIEW YOUR FEEDBACK

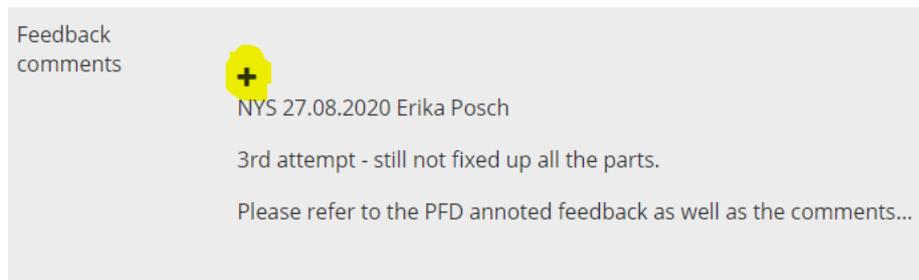
1. Open the assessment link which should say feedback available underneath.



2. scroll down the very bottom past submission Status and feedback to a section called "Previous attempts"

3. In previous attempts

- a. Feedback comments: select the + to see all the feedback written by the assessor



- b. Annotate PDF: also download or view the marked PDF copy of your work here

Annotate PDF



▶ Attempt 1: Saturday 18 July 2020 3:28 AM